

**Ohio Chief Academic Officers**  
**Retreat Minutes**  
**Thursday, November 17, 2005 and**  
**Friday, November 18, 2005**  
Rhodes State College  
IT Building  
Lima, Ohio

**Thursday Session:**

Attendance:

Becki Kurtz, Belmont Technical College  
Michelle Stapleton, Central Ohio Technical College  
Andy Runyan, Clark State Community College  
Linda Simmons, Cuyahoga Community College  
Phil Lootens, Edison Community College  
Judy Maxson, Hocking College  
James Baber, Jefferson Community College  
Fred Law, Lakeland Community College  
Dennis Budkowski, Marion Technical College  
Therese Bushner, North Central State college  
Paul Unger, Owens Community College  
Bob Casto, James A. Rhodes State College  
Greg Sojka, Rio Grande Community College  
Frank DePalma, Sinclair Community College  
Sherry Stout, Southern State Community College  
Kathy McCabe, Terra Community College  
Mark Nutter, Washington State Community college  
Robin Menschenfreund, Zane State College

Guests: Ohio Attorney General's Office Representatives: Joe Bodine, Cheryl Hacker, Rebecca Albers

Updates were provided from the Attorney General's office on the following areas:

1. Student Rights
2. Freedom of Speech
3. Due Process
4. Contractual Rights
5. Policy Manuals and Student Notification
6. Classroom Disruptions
7. ADA
8. Freedom of Expression in the Classroom

Presentation materials from the Attorney General's presentation will be posted on the members' only section of the CAO web site.

One of the recommendations from the presentation was a full-day policy development and review seminar between the AG's staff and the CAO's. That session will be scheduled for a future date.

Janet Swallow of Rhodes State's testing center provided a presentation on the activities of that center and testing security measures in use there. The presentation concluded with information on the Secureexam browser software system being planned for implementation at Rhodes State. Information on the system is available at <http://www.softwaresecure.com/browser.htm>.

It was requested that any institutions that have implemented honor codes for their students send documentation on that code to Fred Law for posting on the Web site.

Members of the group greatly enjoyed dinner on Thursday evening and the hospitality of Lima and Bob Casto at the Main Street Bistro in downtown Lima.

### **Friday Session:**

Attendance:

Becki Kurtz, Belmont Technical College  
Michelle Stapleton, Central Ohio Technical College  
Andy Runyan, Clark State Community College  
Linda Simmons, Cuyahoga Community College  
Judy Maxson, Hocking College  
James Baber, Jefferson Community College  
Fred Law, Lakeland Community College  
Karen Wells, Lorain County Community College  
Dennis Budkowski, Marion Technical College  
Therese Bushner, North Central State college  
Paul Unger, Owens Community College  
Bob Casto, James A. Rhodes State College  
Greg Sojka, Rio Grande Community College  
Sherry Stout, Southern State Community College  
Kathy McCabe, Terra Community College  
Mark Nutter, Washington State Community college  
Robin Menschenfreund, Zane State College

Bob Casto provided an overview of the meeting of co-located campus CAO's held Thursday morning. The group made progress with Gary Walters of the Regents on the proliferation of bachelor's degrees at the co-located campuses

that have no articulation to the two-year institutions. The Regents plan to mediate meetings between representatives from the four-year programs and the 2-year CAO's to review the issues.

It was stated that House Bill 66 is not intended to require that all adult education be under the vocational schools. The legislature is discussing duplication of funding between the two-year colleges and the vocational schools.

A state committee has been formed to discuss the Post-Secondary Enrollment Option (PSEO) program. Dennis Budkowski has attended one session with representatives from the secondary schools community colleges and state legislators. That group was aware of the white paper that was developed by the CAO group. Dennis will provide updates on the activities of the group.

The group discussed the requirement from the Articulation and Transfer Council of the Regents that "D" grades be accepted in transfer from other institutions. The intent of the requirement was that transfer students be treated in an equitable manner with native students. Issues with the requirement were identified including the fact that by accepting credits and not the grades associated with those credits, institutions may be giving advantage to those students that transfer in "D" grades since a native student would have a GPA impact from those grades. Nearly all institutions present indicated they transfer in credit hours for classes and not the grades associated with those hours. Karen Wells will review the requirement with the Articulation and Transfer Council at their December meeting and report back to the group.

Bob Casto provided a tour of many of the lab and classroom facilities at Rhodes State.

### **CAO Business Meeting**

1. The business meeting was called to order by Chairperson Becki Kurtz at 10:55 am.
2. Approval of the Minutes: Dennis Budkowski moved for approval of the minutes of the October 2005 meeting. Bob Casto seconded. The motion carried.
3. Phil Lootens had submitted a written treasurer's report showing a November 16, 2005 balance of \$6,307.42. The report indicates that dues have been collected from all but three of the institutions represented.
4. Robin Menschenfreund had sent a questionnaire on the CAO mentoring program to the group. She requested feedback be provided and she will provide an update in December. Suggestions for topics included OBR Regulations, an Overview of State-Wide Committees and Legislative Issues and How to Make Connections With Those Groups.

5. The group discussed the Chair Academy that was held last summer. Potential locations for next year's session of the Academy are Columbus State and Owens. It was suggested that a new Cohort of participants could start this summer. A poll will be taken at the next meeting on starting a new cohort.
6. It was suggested that the CAO's conduct their own seminar for department chairs and deans covering issues of importance to our institutions.
7. Karen Wells reported on the OACC meeting on the Higher Education Funding Study Council. Terry Thomas presented the case for Community Colleges at their last meeting. Terry had requested examples of programs for the low-wage worker. Becki Kurtz and Karen Wells put that information together.
8. Paul Unger reported on activities of the Ohio Learning Network. They are continuing discussions on the "Regent's Degree". Kate Carey will be meeting with the IUC. The program needs more definition. Data is being collected, but no endorsement will be given until more information is available.
9. Fred Law reported on the High School to College Articulation Committee being headed by Jane Fullerton. A faculty panel on Mathematics and English is meeting on December 2<sup>nd</sup>. The group expects to communicate expectations to high schools and colleges by Spring. They are dealing with placement scores and working to correlate outcomes with those cutoff scores. They are also looking into ACT scores and cutoff levels for placement in mathematics.
10. Paul Unger and Fred Law are participating in the Ohio Performance and Accountability Committee. That group is brainstorming information from two- and four-year schools on performance and how to be accountable to the legislature. The group is looking at topics such as the transfer module, a pilot on ePortfolios, and a state-wide rubric on writing. It was requested that the group send any rubrics on English, critical thinking, or mathematics to Paul or Fred.
11. Phil Lootens is replacing Karen Wells on the Educator Standards Board.
12. Dennis Budkowski has requested the CAO's to complete an inventory of degrees and short-term certificates being offered by our institutions. This will be used in the state discussions on funding based on completion versus FTE.
13. The group's meeting in February will be a joint meeting with the Student Services Officers. The meeting will include an "HEI Bootcamp" on conducting queries from the HEI system. Andy Runyan will facilitate the session.
14. The meeting adjourned at 11:47 a.m.